

VIII. Legal information

A. A summary list of important forms

- Lead Volunteer Application and Permit (1700-072) ([Appendix D](#)) – good for 2-5 years typically
- State Natural Areas Work Day Roster (1700-072A) ([Appendix E](#)) – for one day work days
- Power Equipment Safety Acknowledgement (2500-120) ([Appendix F](#)) – does not expire
- Prescribed Burning Forms- Prescribed Burning Volunteer Agreement (DOA-3009) and Physical Requirements Acknowledgement (9100-240) paired with Appendix B, Manual Code 9124.2 Job Task Analysis for Fire Management ([Appendix G](#)) – good for the time indicated
- Parental Permission and Acknowledgement Form ([Appendix H](#)) – for a one day event
- Visitor Accident Report (2500-040) ([Appendix I](#)) – for one accident

B. Necessary forms/documents

See links to forms in appendices. Below are the necessary training, forms, and documents listed for corresponding volunteer activities. Depending on where a specific State Natural Area is located and the current form policy, more forms may be required.

Forms/documents required are:

- To start as a solo or lead volunteer
 - **Form 1700-072:** Lead Volunteer Application and Permit ([Appendix D](#))
- Record keeping
 - Link to the volunteer work log online form: <http://wiatri.net/projects/vollogs/>
- Leading Workdays
 - **Form 1700-072A:** State Natural Areas Volunteer Work Day Roster ([Appendix E](#))
 - If applying herbicide see the next bullet below.
- Herbicides
 - Certification (not always required, continue reading): Right of way and natural areas (Category 6) need to be renewed every 5 years and can be completed by ordering a book and passing the test at https://patstore.wisc.edu/secure/browse_cat.asp?category_id=2.
 - Aquatic herbicide (special rules apply)
 - If applying an **aquatic herbicide** below the high water mark **each applicator** needs to have an “aquatic and mosquito” (Category 5) Wisconsin Pesticide Applicators Certification. Certifications must be renewed every 5 years and can be gained by ordering a book and passing the test through Pesticide Applicator Training at: https://patstore.wisc.edu/secure/browse_cat.asp?category_id=2
 - Solo volunteers can apply under their own Category 6 certification or see below.
 - Except for applications in aquatic environments, volunteers may apply general use pesticides on DNR land even though they are not DATCP certified, but they must be working under direction of someone who is. The certified personnel should be in work status at the time of the application or be present at the site of the application. Designated certified personnel are responsible for assuring that general use

pesticide applicators are given instructions for responsible and safe usage, clean-up and storage procedures, including necessary Personal Protective Equipment (PPE).

- For organizing workdays where new volunteers will be applying herbicides, one volunteer must be a certified applicator at the Category 6 level. Certified applicators are responsible for assuring that general use pesticide applicators are given instructions for responsible and safe usage, as well as clean-up and storage procedures, including necessary Personal Protective Equipment (PPE). Certifications must be current.
- Before using herbicides, we recommend volunteers become familiar with the label and MSDS of the herbicide being used. The regional volunteer coordinator will provide a copy of the correct label and MSDS sheets. If you lose them or do not have a copy of the label or MSDS, you can find them at: <http://www.cdms.net/LabelsMsds/LMDefault.aspx?t>
 - More information on the exam: <http://ipcm.wisc.edu/pat/certification/exam/>
 - This guidance comes from the DNR Toolkit, which is based on the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) and DNR's policy in Manual Code 4230.1. DNR Toolkit for Herbicide Use.
- Chainsaws
 - Certification: Occupational Safety and Health Administration (OSHA) approved chainsaw safety course
 - **Form 2500-120** Power Equipment Safety Acknowledgement ([Appendix F](#))
 - Follow [Appendix D. Manual Code 9185.3 \(Safety Requirements for Chainsaw Operations\)](#)
- Prescribed burning
 - Certification:
 - I100 <http://training.nwcg.gov/courses/i100.html>
 - L-180 Human Factors in the Wildland Fire Service <http://onlinetraining.nwcg.gov/node/163>
 - IS700 The National Incident Management System <http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>
 - S-190 Introduction to Wildland Fire Behavior <http://onlinetraining.nwcg.gov/node/169>
 - S-130 Firefighter Training <http://onlinetraining.nwcg.gov/node/177>
 - **Form DOA-3009** Prescribed Burning Volunteer Agreement ([Appendix G](#))
 - **Form 9100-240** Physical Requirements Acknowledgement paired with Appendix B, Manual Code 9124.2 Job Task Analysis for Fire Management ([Appendix G](#))
- Working with youth
 - If youth are 17 and under: **Parental Permission and Acknowledgement Form** ([Appendix H](#))
 - No applying herbicide if youth are under 16 years old
 - Volunteers under 16 must be accompanied by a parent or group leader who is responsible for their actions
- Injury
 - **Form 2500-040** Visitor Accident Report (fill out if professional medical treatment is received) ([Appendix I](#))
- Other power equipment (ATVs, snowmobiles, etc.)
 - Certification: Equivalent to DNR staff
 - **Form 2500-120** Power Equipment Safety Acknowledgement ([Appendix F](#))

Any training must be completed prior to entering the hazard. Training must be documented, with a training certificate (summary of content, instructor, date, and length of training) kept by the regional volunteer coordinator.